



STATE OF WASHINGTON  
OFFICE OF FINANCIAL MANAGEMENT

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July 1, 2008

**TO:** Presidents of Higher Education Institutions

**FROM:** Victor A. Moore  
Director

A handwritten signature in black ink, appearing to read "V.A. Moore".

**SUBJECT: SCORING HIGHER EDUCATION CAPITAL PROJECTS**

Engrossed Substitute House Bill 3329 (Chapter 205, Laws of 2008) directs the Office of Financial Management (OFM) to complete an objective analysis and scoring of all capital projects proposed by public four-year higher education institutions. It also requires OFM to distribute by July 1, 2008, common definitions, a scoring system, and other information necessary for the institutions to develop their project proposals.

In accordance with this new statutory requirement, I am pleased to present the *Project Submittal Instructions and Evaluation Guidelines* that define the submittal requirements and process by which your capital project proposals will be evaluated. This new scoring system and evaluation process was developed through the cooperative efforts of representatives from the Office of Financial Management, House Capital Budget Committee, and Senate Ways and Means Committee with input from the state's higher education institutions.

Each four-year institution is required to submit a single prioritized list of proposed projects for the ensuing six-year period. (ESHB 3329 also requires that "on a pilot basis, the Office of Financial Management shall require one research institution to prepare two separate prioritized lists for each category, one for the main campus, and one covering all of the institution's branch campuses." Washington State University has been selected to participate in this pilot study.)

Prioritized project proposals must be submitted to OFM by 5:00 pm on August 15, 2008. To help you develop your proposals, we are offering an orientation session on the scoring system on July 10, 2008 from 9:00 am to 12:00 pm. We will send you the agenda and meeting location in the near future.

If you have any questions about the content of these instructions or on the orientation session, please contact Rich Struna at (360) 902-9821. Additional information is also available on OFM's website at <http://www.ofm.wa.gov/budget/instructions/capital.asp>.